

# **UNION CITY PUBLIC SCHOOL**

**Student/Parent Handbook**  
**2023-2024**



**105 West Division Street**

**Union City, OK 73090**

**(405) 483-5326**

**<http://www.unioncity.k12.ok.us/>**

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## **I. INTRODUCTION**

### **A. MISSION AND VISION**

Union City School will educate all students to their fullest potential enabling them to become productive, responsible, compassionate, adaptable and healthy citizens with a continuing quest for knowledge. This will be done by providing a professional, motivated and caring staff with a well-defined, nationally-accepted curriculum in a safe, positive and stimulating environment.

T - Teach

I - Inspire

G - Guide

E - Educate

R - Respect

S - Support

### **B. SCHOOL INFORMATION**

#### **1. BOARD MEMBERS 2023-2024**

Jennifer Borneman, President

Lacey Dawson, Vice President

Travis Norton, Clerk

Chris Dugger, Deputy Clerk

Laura Reed, Member

2. **HOURS:** The school hours are from 8:15 a.m. to 3:15p.m. Buses arrive at 7:50 a.m. 6th - 12th grade Students are allowed five (5) minutes between classes to make the changes.
3. **COLORS:** Blue, White, Black
4. **MASCOT:** Tigers
5. **WEBSITE/SOCIAL MEDIA:**

Website: [www.unioncity.k12.ok.us](http://www.unioncity.k12.ok.us)

Facebook: <https://www.facebook.com/UnionCitySchools>

Twitter: [https://twitter.com/UC\\_Tigers](https://twitter.com/UC_Tigers)

6. **GRADEBOOK:** <https://www.schoolinsight.com/common/login.aspx>
7. **FLAG SALUTE:** Union City Public Schools will begin each school day by reciting the pledge to the United States of America: "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
8. **MOMENT OF SILENCE:** Union City Public Schools will begin each school day with a moment of silence for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

## **II. LEGAL**

### **A. FERPA POLICY**

STATEMENT OF RIGHTS: Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this policy.

- The right to inspect and review the student's education record.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record in a hearing if necessary.
- The right to report violations of the FERPA to the Department of Health, Education and Welfare.
- The right to be informed about FERPA rights

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student".

### **OKLAHOMA SCHOOL LAWS**

The Oklahoma School Law Code, Section 125, page 95, states "The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline such child during the time the child is in attendance or is in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

- Teachers will handle their discipline problems under the supervision of the building principal.
- Corporal punishment will NOT be administered at Union City Schools.
- A discipline report shall be filled out and kept on file in the principal's office for parent reference.

## **III. INTERNET AND COMPUTER USAGE**

ALL STUDENTS are required to use only school provided computers. No personal computers or other devices will be allowed. The only exception will be Seniors who have received permission from their homeroom teacher.

### **A. ACCEPTABLE USE**

The purpose of the Union City schools network is to promote and support the internal and external exchange of information and educational activities for teaching and learning. All users must take responsibility for appropriate and lawful use of the network. Users must abide by all city, state, and federal laws and follow all applicable copyright laws and regulations. Users agree to follow the rules in this policy and agree to report any misuse of the network. If you have any doubt about whether a contemplated activity is educational, you should discuss it with your instructor.

### **B. UNACCEPTABLE USE**

Uses that are considered unacceptable and which constitute a violation of this policy include, but are not limited to the following:

1. Uses that violate the law or encourage others to violate the law. This may include, but is not limited to transmitting offensive or harassing messages; offering for sale or use any substance, the possession or use of which is prohibited by law; viewing, transmitting, or downloading pornographic materials; intruding into the networks or computers of others; and downloading of confidential or copyrighted materials. You should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. Examples would be impersonating another user, uploading viruses, and hacking.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
4. Users will not install or remove computer software without the authorization of an instructor.
5. Users will not engage or participate in chat rooms, web messaging, or any other activities that involve online messaging.

### **C. NETWORK ETIQUETTE**

Users are expected to abide by the generally accepted rules of network etiquette.

1. Politeness. Messages must not be abusive to others.
2. Appropriate Language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language, symbols, or pictures.
3. Personal Information. Student users who are minors will not reveal their personal information or that of others.
4. Illegal Activities. Illegal activities are strictly prohibited.

5. Electronic Mail. Email is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to appropriate government agencies. Do not disguise the point of origin or transmission of email.

#### **D. INTERNET SAFETY**

1. Individual Responsibility. Users must take responsibility for his or her use of the computer network and Internet and stay away from inappropriate sites. Users are responsible for reporting anyone visiting offensive or harmful sites to their instructor.
2. Personal Safety. Users should guard their personal safety by not revealing personal information and never agree to meet anyone they might become acquainted with on the Internet.
3. Hacking and Other Illegal Activities. Users must not use this network to gain or attempt to gain unauthorized access to other computers or computer systems. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other law is strictly prohibited.
4. Confidentiality of Student Information. Information concerning students may not be disclosed without the permission of a parent or guardian and/or the student.
5. Active Restriction Measures. Filtering software will be utilized to prevent students from accessing visual depictions that are obscene, child pornography, or harmful to minors. Online activities of students will be monitored through direct observation to ensure that students are not accessing material inappropriate for minors according to the Communications Act of 1934 (47 USC Section 254 [h][7]).

#### **E. PRIVACY**

Network and Internet access is provided as a tool for your education. Union City schools reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### **F. FAILURE TO FOLLOW POLICY**

The school district will take action consistent with its policies and procedures including, but not limited to, suspension and/or revocation of access to network services. A user may violate this policy by his or her own action, by failing to report any violations by other users that come to the attention of the user, or by allowing another to use his or her password to access the computer network or Internet.

If a student violates any of the User Terms and Conditions named in the Student ChromeBook User Agreement, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Disciplinary

action may include, but shall not be limited to: detention; in school placement; loss of internet privileges; temporary loss of use of the computer; or permanent loss of use of the computer.

#### **IV. GENERAL/STUDENT**

##### **A. CAFETERIA PROGRAM**

A hot breakfast program is provided in the cafeteria to ensure students receive proper nutrition for a maximized learning day. We encourage you to eat breakfast at school from 8:00 a.m. to 8:25 a.m. daily. Price: Students \$ 3.25, Adults \$3.95 Visitors \$5.00

A hot lunch program is provided in the cafeteria for the benefit and convenience of both the student and the parent. No food, cups, plates, napkins or containers of any kind will be taken from the cafeteria unless approved by the administration. Students may bring their lunch, but they will be required to eat in the cafeteria. Union City JH/HS is a closed campus and students are required to stay on campus throughout the lunch period. Price: Student's \$3.25, Adults \$3.95. **\*\* District Policy- *No student may exceed \$50.00 in meal charges. In the event that meal charges exceed \$50.00, an alternate meal will be served in order that no student goes hungry. Meals may be paid for by paying the lunchroom manager, main office,***

##### **B. LOCKERS**

All students will be issued a locker. It is the students' responsibility to keep the locker orderly and clean. **NO STICKERS WILL BE PLACED ON THE OUTSIDE OF LOCKERS.** Hall and PE lockers are the property of the school and may be checked. Students are not to have pop, candy, or glass containers in lockers. Students are to only use their assigned locker. Students leave articles of value in school lockers at their own risk. School officials have the authority to search school lockers at any time without notice and to seize any property prohibited by law or school policy. Union City Public school will not furnish locks for lockers. A student may provide his or her own lock, however the student must provide the principal/coach with a combination or key to the lock.

##### **C. TEACHER EASE or APPTEGY/THRILLSHARE**

Teacher Ease and Thrillshare are the messaging systems Union City Public Schools use to inform students and parents of events, closings, and other information. Please join by downloading the apps and signing in.

##### **D. SEVERE WEATHER**

Announcements regarding school closings and delayed opening times due to bad weather will be made on local television stations. You should also receive an automated message from the administration notifying you of closings or delays on Teacher Ease or Thrillshare. If there is a



closing or delay and you do not receive the automated notification, please contact the office to make sure your contact information is correct.

#### **E. DRILLS - FIRE, TORNADO, LOCKDOWN**

Several times during the school year, the students will practice fire, tornado, and lockdown drills. Fire drills shall be conducted at least four times each school year. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes and procedures for both fire and tornado emergencies. All teachers and staff members shall make themselves familiar with these procedures. Students should be familiar with procedures and should move quickly and quietly to the designated area. These drills prepare students in the event of an emergency.

#### **F. VISITORS**

All visitors are required to check in with the office upon entering the building. Parents are always welcome to visit the school, but you must check in with the office, first. If parents wish to have a conference with a teacher, they should contact the office at least one day prior to the desired meeting day and schedule a time. Unnecessary interruptions consume time and hinder the program. Parents should not interrupt class without first gaining permission from the office.

#### **G. TRANSPORTATION**

**PARKING** – All students are required to purchase and display a Union City Parking Permit. Students will use the southeast entrance directly between the bus barn and the police station and park in the east parking lot directly in front of the elementary school.

**VEHICLES** – Elementary students may not drive vehicles to school. A High School student driver must show proof of a valid Oklahoma driver's license to drive to school. All student drivers must be a member of the random drug testing pool. Students who fail to submit the required paperwork for the random drug testing pool, or refuse to take a drug test during student drug testing periods will not be allowed to drive on campus. Any student that continues to drive on campus in violation of this policy will have their vehicle towed off campus at the student's expense. Students may only drive to school, during lunch, and away from school at the end of the school day (unless the principal authorizes otherwise). All students being transported in any vehicle, with the exception of those being transported in a school bus, must be seat belted.

Students may not remain in their vehicles after the vehicle is parked.

ONLY Junior and Senior students will be allowed to leave campus for lunch.

Students may not park on the northside of the buildings or south parking lot during the school day.

Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense. Reckless driving will be reported to the proper authorities.

1st Offense: Student may not drive during the day for two days. Student will leave keys in the office during the school day.

2nd Offense: Student may not drive during the day for one week. Student will leave keys in the office during the school day.

3rd Offense: Student may not drive during the day for one month. Student will leave keys in the office during the school day.

4th Offense: Student will not be allowed to drive on campus to or from school for the rest of the year.

## H. CELL PHONE POLICY

***Here is the simplified policy: PTDs include but are not limited to laptops, computers, tablets, cell phones, smartphones, smartwatches, ear pods, or headphones. Devices whose primary purpose is gaming and portable speakers are specifically prohibited at all times.***

### Cell phones/PTDs are ALLOWED:

- During lunch and before/after school.
- To be used only by the student to whom it belongs.

*\*Any of the above may be revised at any time at the administration's discretion. Cell phone/PTD use in any instance does not grant permission for other situations.*

### Cell phones/PTDs are NOT allowed (must be off and inside a backpack or hanging in the holders):

- In the classroom.
- To be used to photograph or record another student or staff member without permission (including buses).
- In any manner that causes a disruption to the school day for any student or staff member.
- To be used to bully, harass, threaten, intimidate, or tease another student.
- To access inappropriate material while on school property.

## I. SCHOOL PUBLICATIONS

During the school year, we take photographs of school activities involving students to share the school's positive vibes and updates. Incidentally, some photographs may capture your child's participation, directly or indirectly.

These photos may be published through our websites, social media pages, news bulletins, and newspapers.

During enrollment a form will be provided to ask for your consent in allowing us to publish photos with which may involve your child to the said platforms.

#### **J. DRESS CODE**

- No headgear, which includes bandanas (exception, hair accessories), sunglasses or other items worn on the head.
- No clothing, accessories, or hairstyles that are disruptive to the educational environment. Also, clothing with tobacco, drug and alcohol slogan, or any type of criminal act is prohibited
- Clothing that has sexually suggestive wording or illustrations are prohibited
- Clothing displaying a risk of health or safety to any person is prohibited
- Jeans or pants with holes in them located below the fingertip guidelines would be acceptable
- No halter tops
- No muscle shirts, tank tops, spaghetti straps.
- Sleeveless tops must be factory made and appropriate for the school setting. (i.e. Not showing under garments or oversized arm holes)
- No see through clothing. The only exception would be designer shirts that are sheer. These shirts must be worn with the appropriate garment underneath that meets guidelines.
- Backless shirts cannot be worn if they reveal the bra line or below
- Midriff baring tops are not allowed
- Necklines may not show cleavage.
- Undergarments must be covered at all times
- No pajamas or house shoes
- Shorts must strike the leg below the fingertip. A non altered pair of athletic shorts (slight curve or v on the side of the leg) may be worn as long as the front and back of the shorts must meet fingertip guidelines.
- Pants must be worn at the waist (no sagging)
- No unconventional/costume makeup that may alter the appearance or recognizability of a student for safety purposes.

Students found to be in violation of the dress code will be sent home in order to change or be given school issued clothing.

1st offense: Contact parent and given a warning

After the 1st offense administrators will deal with subsequent offenses.

\*Dress code exceptions will be made for banquets. Students must be dressed appropriately for the occasion.

\*\*All final decisions will be at the discretion of the school administrator

## **K. DISPLAYS OF AFFECTION**

Inappropriate physical contact including, but not limited to, intimate touching, kissing, etc., at school or a school-sponsored activity is prohibited.

## **L. PROM**

Junior and Senior Prom will be held each Spring. A student must not be failing a course to be eligible to attend. Dates of Juniors and Seniors cannot be over 21 years of age. Students enrolled below the ninth grade may not attend the prom.

## **V. ATTENDANCE**

*Students receive maximum benefits from school only through preparation and participation in all classes each day. Daily attendance, therefore, is expected of all students. Prompt and regular attendance in all classes is the responsibility of every student and parent. Any teacher or principal may require a parental conference regarding attendance or other class-related problems. Failure to conclude such a conference to the teacher's and principal's satisfaction may result in appropriate action against the student, even to the extent of failure of the course or suspension from school.*

### **STATE ATTENDANCE LAW**

Section 10-105. A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private or other school.

### **ATTENDANCE POLICY**

In grades 9-12, a student must be present 90% of the semester in a class in order to receive credit for that class. Except for those illnesses confirmed by a physician, religious holidays, suspensions, and school activity absences, all absences will be counted. The board has adopted a policy allowing students in grades 9-12 to be absent no more than ten (10) days each semester to receive credit for any course in which the student is enrolled. Students in grades PK-8 will be allowed to miss twenty (20) days per year before being retained. When a student is absent from school, his/her parents are responsible for calling the office to report the absence. All notes must be turned into the office by 8:30 a.m. the morning the student returns to school. Students who are more than 15 minutes late to a class will be considered absent. Students who check out of class 15 minutes before the end of the period will be counted absent.

When a student is absent five (5) days in a nine week period and does not have documentation for excused absences, the District Attorney's office will be notified that the student is truant.

School sponsored activities that remove the student from class will not be counted as an absence. However, no student will be allowed to miss more than ten (10) days per year for these activities and all work missed must be completed.

## **ABSENTEE POLICY**

### **EXCUSED ABSENCE:**

Excused absences may be granted to a student upon receipt of a certificate from a duly licensed and practicing physician for physical or mental disability; due to an emergency and at the request of the parent or guardian having control of the student; and at the written request of the parent, or guardian for the purpose of observing religious holy days. It is the responsibility of the parent to notify the school by 10:00 am if the child is to be absent for one of the above reasons. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may make-up all work missed without penalty. However, **it is the responsibility of the student**, on the day of return, to make arrangements to see that the work is made up. Even though these absences are labeled as "excused" they still count toward the overall absences for the student. The term "excused" is used to simply designate that contact has been made by the parents and/or documentation received.

### **ACTIVITY ABSENCE:**

The maximum number of absences for activities, whether sponsored by the School or outside agency/organization, which removes any student from the classroom shall be (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete.

### **UNEXCUSED ABSENCE:**

An unexcused absence is defined as any absence in which a student is absent from class without approval of the school attendance officer.

The board designates all building principals as attendance officers for Union City Public Schools.

## **ATTENDANCE AND MAKE-UP WORK**

Students who know they are going to be absent are required to check with teachers before they leave to get their homework assignments. Each teacher will allow one day for each absence for students to make up missed work. If an assignment or test is planned while a student is present, it is the responsibility of the student to have the work ready or take the test on the first day they return to class. Make-up work will be given at the discretion of the teachers. Student's suspended out-of-school will receive credit actually earned on assignments completed on time. All work must be turned in before re-entering class.

*\* \* Notice \* \**

High School Students (grades 9-12) may not receive credit for a class that they have been absent in more than ten (10) times per semester. Seventh and Eighth grade students with more than twenty (20) absences could be retained in their current grade the next school year. Students exceeding that limit who feel they have "just cause" may appeal to the building principal for reinstatement of credit. Reasons for appeals may include extended illness, family emergencies, or other extenuating circumstances. Your absences must be supported with documentation. The building principal will decide to approve or not approve the absences. No approval will result in loss of credit for the class(es). It is the student's responsibility to arrange for a meeting time with the building principal.

## **COLLEGE VISITS**

Juniors and seniors may be granted school-excused absences for the purpose of visiting colleges and universities. Juniors are granted 2 per year while Seniors are granted 2 per semester. Students must have an acceptable attendance record and make an A or B in all classes to be eligible for the school-excused visits.

## **CAREER TECH ABSENCES**

Career Tech students may choose up to 2 absences to be classified as school-excused that are missed (at Career Tech) due to school activities. It is the responsibility of the student and/or parents to notify the Career Tech center if they have or will be absent.

## **TARDY POLICY**

Students are to be in their seats and prepared for class when the bell rings. Students who are not in the classroom when the bell rings will be counted tardy. Students who are tardy should go directly to class. Tardies will be documented by teachers. The discipline rubric for tardies:

- 1st Tardy = Warning
- 2nd Tardy = Lunch Detention
- 3rd Tardy = In-School Suspension

- 4th Tardy = Suspension

## VI. DISCIPLINE

A student's behavior should be conducive to promoting and maintaining a good learning atmosphere. All students must follow instructions given by any staff member of Union City School. All students should be aware that they represent Union City School and community when they are on trips of all types.

Pride is a tradition at Union City. We are proud of our students, our faculty, and our families. We are proud of the achievements our students accomplish in the various activities offered by our school. As a student, you become part of this tradition, and you are expected to uphold this tradition as a representative of this school. Students at Union City are expected to:

- Be considerate of others.
- Be respectful of his/her school building and grounds.
- Try their best in all class work.
- Be positive and optimistic.
- Use speech and manners which bring pride to our school
- Be a good citizen in all areas of school.

The Union City School discipline model is progressive and divided into five categories. Each category represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior and may be modified at any time at the discretion of an administrator based on their investigation.

***Teacher Authority for Student Discipline*** It is the policy of the Union City Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Oklahoma law. A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Oklahoma law.

### **Category 1 & 2 Discipline**

Category 1 & 2 discipline is used for acts of misconduct which interfere with the orderly school process. These offenses are handled by the classroom teacher unless they become chronic.

Examples of Category 1 & 2 offenses include, but are not limited to: horseplay, cheating, inappropriate language, dress code violations, misrepresenting the truth, failure to work, failure to follow directions, being rude or disrespectful to a student or teacher, failure to return forms, lunchroom misbehavior, sleeping in class, class disruption, or other equitable offenses.

**Action:** Disciplinary actions for Level 1 offenses may include, but are not limited to: parent contact, isolation in the classroom, assigned seat, morning detention, lunch detention, in-school suspension, and/or loss of privileges. After the second Level I action has been enforced, move to Level II.

### **Category 3 & 4 Discipline**

Category 3 & 4 discipline is used for offenses that are, in and of themselves, more serious in nature, or that are chronic repetitions of offenses listed in Category 1 & 2. These offenses are handled by an administrator.

Examples of Category 3 & 4 offenses include, but are not limited to: cursing a school employee, serious disrespect, tobacco, inciting a fight, fighting without serious injury, theft, inappropriate touching, vandalism, major insubordination, harassment, bullying, fireworks, stink bombs, safety violations (including setting off a fire alarm), inappropriate language/writing/drawing, ethnic slurs, unauthorized items, or cutting class.

**Action:** Disciplinary actions for Category 3 & 4 offenses may include, but are not limited to: administrative warnings, parent/student/principal conferences, development of a disciplinary contract, restitution, in school suspension, morning detention, or out of school suspension. Consideration of necessary behavior services should be given, if not already provided, an initiation of such services may be required. Due process procedures as required by federal and state law will be followed. After the second Category 3 & 4 action has been enforced, move to Category 5.

**Category 5 Discipline** Category 5 discipline is used for offenses that are serious, and in most cases are a violation of law.

Examples of Category 5 offenses include, but are not limited to: serious fight with injury, theft, weapons, assault of a student or employee, sexual harassment, sexual battery, drugs or substances represented as drugs, terrorist threats, truancy, and disruption of public schools.

**Action:** Disciplinary action for Category 5 offenses include, but are not limited to in school suspension, out of school suspension, and referral to law enforcement. Any misconduct that threatens the health, safety, or well being of others may result in immediate suspension of the student from school and/or school sponsored activities for up to ten days, pending investigation of the allegations. Student and parent/guardian participation in a conference with the principal may be a required element of disciplinary actions in this category, even if such a conference has previously occurred. Initiation of behavior support services should be provided. Due process as required by state and federal law will be followed. Mandatory Discipline provisions as required by law: Bringing a firearm or weapon to school - expulsion for not less than one calendar year Bullying - assignment to Alternative Educational Placement upon third offense Acts of physical violence resulting in substantial physical injury to a teacher - Suspension for the remainder of the quarter/semester and may be placed in Alternative Educational Placement.



### **Union City Public Schools Discipline Rubric**

Category 1	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Public Display of Affection</li> <li>Dress Code</li> <li>Minor Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>Verbal Warning</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>1 Hour of Detention</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>1-3 Days ISS</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>3-5 Days ISS</li> <li>1-3 Days OSS</li> <li>Contact Parent</li> </ul>
Category 2	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Insubordination/Misconduct</li> <li>Disruption of Ed. Process</li> <li>Academic Dishonesty</li> <li>Disrespect to School Personnel/Students</li> <li>Electronic Devices</li> <li>Truancy</li> </ul>	<ul style="list-style-type: none"> <li>1 Hour Detention</li> <li>Contact Parent</li> <li>1-3 Days ISS</li> <li>1-3 Days OSS</li> </ul>	<ul style="list-style-type: none"> <li>3 Days ISS</li> <li>1-3 Days OSS</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>3-5 Days ISS</li> <li>3-5 Days OSS</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>3-10 Days OSS</li> <li>Contact Parent</li> </ul>
Category 3	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Bullying/Slurs (verbal/online)</li> <li>Theft</li> <li>Vandalism</li> <li>Tobacco/Paraphernalia: Use/Possession</li> <li>e-cigarettes, vapes, e-liquids, etc.</li> </ul>	<ul style="list-style-type: none"> <li>1-3 Days ISS</li> <li>1-3 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>3-5 Days ISS</li> <li>3-5 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>5-7 Days ISS</li> <li>5-7 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>10 Days ISS</li> <li>10 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>
Category 4	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Physical Fighting</li> <li>Lewd Behavior</li> <li>Hitting/Slapping/Kicking</li> </ul>	<ul style="list-style-type: none"> <li>3 Days OSS</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>5 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>7 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>10 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>
Category 5	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Alcohol: Use or Possession</li> <li>Drugs: Use or Possession</li> <li>Drug Paraphernalia</li> <li>Physical Attack</li> <li>Harassment</li> <li>Weapons Possession</li> <li>Extreme Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>5-10 Days OSS</li> <li>Remainder of Semester OSS</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>5-10 Days OSS</li> <li>Remainder of Semester OSS</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>Remainder of Semester OSS</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>OSS Remainder of School Year <u>and</u> Next School Year</li> <li>Contact Police</li> </ul>

1. UCPS students who attend school sponsored activities after school hours on or off campus are subject to the Code of Conduct.

2. School officials will evaluate each situation and act accordingly based on the information available. The administration has the ability to alter the consequences listed based on the situation.

## **VII. SCHOOL DRUG POLICY**

### **SUBSTANCE AND DRUG ABUSE POLICY UNION CITY HIGH SCHOOL**

Union City public schools, recognizes the need for a comprehensive drug and substance abuse program. Realizing the use and abuse of drugs and alcohol by students has become a local, state and national problem; and recognizing that the local school system is responsible for maintaining an environment in which students are protected from drugs, and drug related activities, Union City Schools forbids the use, possession, evidence of prior use, sale and/or distribution of drugs (except as medically prescribed), alcohol and drug paraphernalia while on school property, or while involved in school activities. A student may be referred to the principal's office after demonstrating one or more of the following behaviors:

- Sleeping in class
- Drowsy
- Slurred speech
- Poor general health
- Abnormal behavior
- Odor of smoke or alcohol
- Inability to concentrate
- Wearing jewelry or clothing that promotes drugs, alcohol, or tobacco use.

- Possession of alcohol, tobacco, illegal drugs, or prescription drugs.

A trained employee (principal) may check the neurological function by means of a simple eye test. If neurological dysfunction is suspected, regardless of the cause, the parent or guardian will be contacted immediately. The above behavior, as well as the eye test, may be sufficient probable cause to search for illegal drugs, drug paraphernalia, or weapons in the students clothing, locker or automobile. When the evidence of illegal drug use is suspected or apparent the student must take a urine test at the expense of school.

### **POSSESSION OF ILLEGAL DRUGS (INCLUDING PRESCRIPTION DRUGS, ALCOHOL, OR INVOLVEMENT IN DRUG ACTIVITY.)**

The parent of the student will be contacted immediately and the police will be contacted.

FIRST OFFENSE: student will have two options:

- Forty-Five day out-of-school suspension. The suspension can be reduced to ten days if the student receives drug counseling in the amount of ten documented hours at the expense of the student. The parent or guardian must agree to random drug testing of the student for a period of one year from the date of the incident.

SECOND OFFENSE:

- Students will be suspended out-of-school for the remainder of the current semester, plus one semester. Students must receive drug counseling in the amount of ten documented hours at the expense of the student. The parent or guardian must agree to random drug testing of the student for a period of year from the date of the incident.

### **POSSESSION OF OVER-THE-COUNTER DRUGS**

FIRST OFFENSE: parents will be contacted immediately. A warning will be issued to the student. Policy for dispensing medication will be reinforced at this time.

SECOND OFFENSE: parents will be contacted immediately. Student will be placed in the Alternative Placement Program for a period of one week.

### **DISTRIBUTION/POSSESSION OF ILLEGAL AND PRESCRIPTION DRUGS**

FIRST OFFENSE: Suspension from school for up to eighteen weeks.

SECOND OFFENSE: Suspension for the remainder of the semester plus the following semester.

\* In both cases local law enforcement personnel will also be notified.

### **STUDENTS UNDER THE INFLUENCE OF ALCOHOL, DRUGS, CONTROLLED DANGEROUS SUBSTANCES OR NON-PRESCRIBED DRUGS**

Parents will be contacted immediately. Police will be contacted.

FIRST OFFENSE: student will have two options:

- Forty-Five day out-of-school suspension. The suspension can be reduced to ten days if the Student receives drug counseling in the amount of ten documented hours at the expense of the student. Parents or guardians must agree to random drug testing of the student for a period of one year from the date of the incident.

SECOND OFFENSE: Students will be suspended out-of-school for the remainder of the current semester, plus next semester. Ten hours of documented drug counseling at the expense of the student. Parents or guardians must agree to random drug testing of the student for a period of one year from the date of the incident.

### **PRESCRIPTION MEDICATION**

ALL PRESCRIPTION DRUGS WILL BE KEPT IN AND DISTRIBUTED THROUGH HIGH SCHOOL OFFICE! The office will not be responsible for the distribution of over the counter drugs. Nor will students be allowed to distribute these types of medications to other students.

### **STUDENT DRUG TESTING POLICY**

In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, Union City Schools proposes to adopt the following policy for drug testing of students. Activity students will be tested, as well as any other student who voluntarily wishes to be tested.

### **STATEMENT OF PURPOSE AND INTENT:**

Although the Board of Education, administration, and staff desire that every student in the Union City Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limited solely upon the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. Provided, further, that any student who does not participate in any of these activities may voluntarily consent to being tested on a random and a reasonable suspicion basis, with permission of a parent, legal custodian or legal guardian. This would allow parents and guardians to be notified as to a potential drug problem, and enable them to seek help. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Union City Public School District regarding possession or use of illegal drugs. Participation in school-sponsored interscholastic extracurricular activities at the Union City Public School District is a privilege. Students who participate in these activities should be respected by the student body as well as the school district and the community they represent. Accordingly, students in extracurricular activities carry

a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance-abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Union City Public Schools. For the safety, health and wellbeing of students in extracurricular activities the Union City Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities in grades 7th - 12th.

## I. DEFINITIONS

"Activity Students" means a member of any middle school or high school Union City Public School District sponsored extracurricular organization that participates in interscholastic competition. This includes any student who represents Union City Schools in ANY extra-curricular activities in interscholastic competition, including FFA, FCCLA, Academic Team, Cheerleaders, Music, and Athletics.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

"Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

- Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

· Does not give the school district discretion to waive the selection of any activity student selected under the mechanism.

"Illegal Drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"Participating student" means any student participating in the Union City Public Schools drug-testing program that is the subject of this Union City Public Schools Drug Testing Policy.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over-the-counter transactions.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches, administrators, sponsors or teachers. Suspensions may be based on subtle changes in the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by a student supplied to school officials by other students, staff members or patrons. In order for a student to be referred for testing on "reasonable suspicion," his or her activity sponsor, (or one of his/her teachers) and at least two building administrators must agree to the reasonable suspicion. The name and identity of students would not be made public. Suspensions might include overtly recognizable signs of present illegal drug use, such as a perceptible odor of drugs, erratic behavior reasonably attributable to illegal drug or alcohol use, or perceptible odor of alcohol. Instances such as these would subject the student to ordinary disciplinary action apart from this policy.

## II. PROCEDURES

Each student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the student to provide a urine sample: (a) as part of the activity student's

annual physical or for eligibility for participation; (b) when the student is selected by the random selection basis to provide a urine sample; (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. If oral swab or other acceptable testing methods prove to be accurate, economical and accessible, they may be utilized as well. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form." Prior to the commencement of drug testing each year an orientation session will be held to educate participating students of the sample collection process, privacy arrangements, drug testing procedures and other areas that may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process. Each participating student shall receive a copy of the Student Drug Testing Policy. The head coach or sponsor will be responsible for explaining the policy to all prospective students, and for preparing an educational presentation to acquaint the students with the harmful consequences of drug and alcohol use and abuse. All Activity Students may be required to provide a sample before the student can participate in an extracurricular activity covered under this policy. A student who moves into the district after the school year begins may have to undergo a drug test before they will be eligible for participation in any extra-curricular activity. Drug use testing for students will also be chosen on a random selection basis monthly from a list of all participating students. The Union City Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs. In addition to the drug tests required above, any participating student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student. Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Union City Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director, who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by

their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees. An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing this procedure is positive for the presence of an illegal drug or the metabolites thereof. The laboratory shall preserve the unused portion of a specimen that tested positive for a period of six months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

### III. CONFIDENTIALITY

The laboratory will notify the principal of any positive test. To keep the positive test results confidential, the principal will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Union City Public School District will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance enhancing drug. Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities. These records will be destroyed upon graduation or permanent withdrawal from Union City School.

### IV. APPEAL

An Activity Student who has been determined by the principal to be in violation of this policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Requests for a review must be submitted to the superintendent in writing within five calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent that shall be final and unappealable.

### V. CONSEQUENCES

Any Activity Student who test positive in a drug test under this policy shall be subject to the following restrictions:

#### A. For the First Offense:

The parent/guardian will be contacted and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, and principal concerning the positive drug test. The student will be suspended

from participation in all activities covered under this policy for 10 school days. The student may not participate in any meetings, practices, scrimmages or competitions during this period. In order to be reinstated for participation in extracurricular activities following the suspension the student and parent/guardian must show proof that the student has received a minimum of two hours of drug counseling from a qualified drug treatment program or counseling entity. The school district will not be responsible for any cost associated with first offense counseling or treatment. Additionally, the student must voluntarily submit to a second drug test to be administered within 15 days in accordance with the testing provisions of this policy. After the initial 15 days, a re-test must be administered and the result must be clean or determined to be at a substantially lower level. After the first offense, the student will automatically be included with the next two groups of random testing. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed. These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student on his/her own volition informs (self-refers) to the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such a student will, however, be considered to have committed his/her first offense under the policy, be required to receive a minimum of two hours of drug counseling from a qualified drug treatment program or counseling entity and will be required to re-test as would a student who has tested positive. The student will be allowed to self-refer only once during the time he/she spends in the Union City School District.

B. For the Second Offense (Same School Year)

At this point the student will face complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers. The school district will not be responsible for any costs associated with counseling or treatment. School officials will cooperate to help expedite this procedure, if the student and parents determine it necessary.

VI. REFUSAL TO SUBMIT TO DRUG USE TESTING

A participating student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performance and competitions for the remainder of the semester and the following semester. Additionally, the student shall not be considered for any interscholastic activity honors or awards given by the school.

*UNION CITY PUBLIC SCHOOL IS COMMITTED TO COOPERATING WITH PARENTS/GUARDIANS IN AN EFFORT TO HELP STUDENTS AVOID ILLEGAL DRUG USE. THE UNION CITY PUBLIC SCHOOL DISTRICT BELIEVES ACCOUNTABILITY IS A POWERFUL TOOL TO HELP SOME STUDENTS AVOID USING DRUGS AND THAT EARLY DETECTION AND INTERVENTION CAN SAVE LIVES.*



## **Search and Seizure**

Students' possessions and personal/school property can be searched by school officials using the standard of reasonable suspicion. Lockers, desks, and school-issued laptop computers are public school property; therefore, students shall not expect privacy regarding anything stored or placed in these items.

1. Lockers/desks may be locked only with locks provided by the school.
2. School administration may inspect a student's locker/desk at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools. Blanket locker and desk searches are also permitted for reasonable suspicion.
3. Students' cell phones and personal electronic devices are subject to search using the standard of reasonable suspicion.
4. Personal items (purses, wallets, pocketbooks, backpacks, etc.) are subject to search using the standard of reasonable suspicion and may not be searched without reasonable suspicion. Students may, however, be instructed to empty their pockets/shoes and any other area on their person where items can be concealed.
5. Automobiles parked on school property are subject to search using the standard of reasonable suspicion. Students may be asked to open their car, glove box, trunk, etc.
6. Any illegal materials, items, and/or anything that could be used to disrupt or cause harm to others may be seized during the search and may be used as evidence in determining disciplinary and/or legal action.
7. Failure to cooperate with a request to search personal property could result in disciplinary action.
8. Searches may also be conducted by police and police-trained dogs. Dogs are trained to identify illegal drugs, not tobacco. If a student's locker is identified by a drug detector dog during the search, the student will be notified. Appropriate search and seizure procedures will be initiated if reasonable suspicion is established following a search utilizing drug detector dog(s). Depending on what is seized during the search, the student can be subject to consequences if in violation of the school rules and/or face legal action.

The administration reserves the right to handle individual cases at its discretion within the parameters of these policies.

## **VIII. Accidents and Illness**

### **A. ACCIDENT OR ILLNESS**

If a student develops an illness or injury after reaching school, an attempt will be made to notify a parent/guardian. It is important that the school be given the current telephone number for parents, and a person to call in an emergency if a parent cannot be reached.

Regular attendance is important; however, for his/her own interest and to prevent the spread of contagious diseases, your child should be kept home if he/she is running a

fever of 100 degrees F or higher or shows signs of illness. Keep the student home until he/she has been fever free for 24 hours without the use of anti-fever medications.

If a student has diarrhea (3 or more loose bowel movements) or any vomiting, please keep your child home until he/she is vomit and diarrhea-free for 24 hours without the use of medication.

There are different rules for when a student may return to school for other health conditions such as contagious rashes, eye/skin infection, cough, sore throat and communicable illnesses. Please speak to your health care provider for guidance.

The school will administer only minimum first aid in case of injury. In case of apparent internal injury, broken bones, or the appearance of serious injury; parents and/or paramedics will be notified immediately.

## **B. HEAD LICE**

Any student with live head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice and is safe to return to school. Excused absences will be limited to 2 school days for each occurrence of live head lice. [O.S. § 15-1210.194]

## **C. MEDICATION**

For medications that will be taken at school, a parent or legal guardian must transport the medication to the school in person, and sign a Medication Consent Form prior to medication administration. Students are not allowed to transport medication to or from school on the bus, or in person; and medication will not be sent home with students for safety reasons.

The only exception to this rule is STRICTLY LIMITED to students who have rescue inhalers, epinephrine injectors, pancreatic enzymes or diabetes supplies, AND have SIGNED PERMISSION from the prescribing physician and parent or legal guardian on the Medication Consent Form.

Each prescription medication must be in the original pharmacy container, with a current pharmacy label showing the student's name, medication, strength, dosage, prescribing physician, and pharmacy name. If you need to check in over-the-counter medication for your student, it must be in a new, unopened container, with age appropriate dosing instructions.

# **IX. ACADEMICS**

## **A. Concurrent Enrollment**

Union City Public Schools works in conjunction with Redlands Community College to provide concurrent enrollment for Juniors and Seniors. Students interested in enrolling in concurrent enrollment must visit with the school counselor at the end of each year for the following year to obtain necessary documentation for enrollment.

## B. Eligibility

The rules of the Oklahoma Secondary School Activities Association Rules are followed and pertain to all activities.

- To be eligible, a student must be passing all subjects.
- Students who participate in competitive athletics must have accident insurance.
- Any athlete missing more than three classes of school on the day of an athletic contest will not be allowed to participate; however, the Principal has the authority to waive the rule. Students 15 minutes late or students that check out of class before the last 15 minutes are counted absent from that class.
- The ineligibility of a student will extend to the participation in any extra extracurricular activities for all classes.

Compliance with all rules and regulations of the Oklahoma Secondary School Activities Association shall be mandatory. The athletic director will be in charge of all athletic contests and determine the eligibility of players.

Grades will be averaged from the beginning to the end of each term. Eligibility will start over at the beginning of each new semester. Scholastic eligibility will be checked after three weeks and each succeeding week thereafter, students will be placed on probation for a period of one week before becoming ineligible.

Eligibility determinations will be in effect from Monday through Sunday.

Teachers will update and record eligibility by Friday morning each week.

Students not receiving credit for excessive absences, or failing more than two classes in a semester will be ineligible for the first 6 weeks of the next semester.

Student's ineligible the week of Thanksgiving break, Spring break or Fall Break will also be ineligible the week after the break.

### EXAMPLE:

Eligibility turned in on Friday, March 21, will represent any graded work turned in from Thursday, March 14, through Wednesday, March 20. Eligibility would occur on Monday, March 24, through Sunday, March 30. Students must pass 5 out of 7 classes per term to be eligible for extra-curricular activities during the first 6 weeks of the next term.

## C. Academic Integrity

Students are expected to adhere to an academic honor code which does not allow for any cheating or plagiarism. Students caught cheating or submitting plagiarized work will receive no

credit for the assignment, be denied admittance or removed from National Honor Society, and subject to other disciplinary action.

#### D. Field Trips

The school curriculum may, at times, include field trips. All field trips will be educational in nature and work to support the overall curriculum goals of Union City Schools.

#### E. Classification

High School students are promoted based on the number of credits earned.

Freshman 0-5 credits

Sophomore 5 ½ - 10 credits

Junior 10 ½ - 17 credits

Senior 17 ½ credits

Credit is granted for courses in which the student earns an A, B, C or D. Credit is not awarded for courses in which a student earns an F. Students may repeat a course in which they have earned an F. If the student passes the course on the second attempt, they will receive that grade, but the previous failed course will remain on the transcript. Credit will only be granted once for that class, and the additional attempt will receive credit for an elective class, if passed.

#### F. Semester Tests

##### **SEMESTER TESTS AND EXEMPTIONS:**

##### **9-12th Grade Students**

All high school students are required to take comprehensive semester tests each semester.. Semester tests will count 20% of the semester grade. IF attendance exemptions as listed below are met the semester test can NOT lower their grade UNLESS they do not take the test in which case a zero will be entered and will count as 20% of the overall grade.

Attendance exemptions will be in place as follows:

4 absences - A

3 absences -B

2 Absences - C

Grades below a C do not meet the criteria for attendance exemptions.

##### **INTERMEDIATE STUDENTS GRADES 5-8**

ALL students, regardless of attendance criteria are required to take the comprehensive semester test to assess mastery of content. This semester test will count as 10% of their overall grade.

**Important Facts**

- If a student has been assigned to ISS or OSS, they will not be exempt from any semester tests
- No student will be allowed to take a test prior to the scheduled time. In extenuating circumstances, make-up tests may be taken after the time on the day of the scheduled test.
- 

G. Grading Scale

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 and below

H. Honor Roll

PRINCIPAL'S HONOR ROLL – A student must receive no grade lower than a "B" in all courses for the 9 week grading period to be considered on the Principal's Honor Roll for that 9 weeks, and shall receive no semester grade lower than a "B" in all courses to be considered on the Principal's Honor Roll for the semester. (If the course offers a Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory to be considered on the Principal's Honor Roll.)

SUPERINTENDENT'S HONOR ROLL – A student must receive a minimum grade of an "A" in all courses for the 9 week grading period to be considered on the Superintendent's Honor Roll for that 9 weeks, and shall receive no semester grade lower than an "A" in all courses to be considered on the Superintendent's Honor Roll for the semester. (If the course offers a Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory to be considered on the Superintendent's Honor Roll.)

I. Report Cards/Progress Reports

J. Career Tech

**X. STUDENT ORGANIZATIONS**

Union City Schools sponsor and promote a number of clubs and organizations, which provide extracurricular activities for students. Fundraising endeavors during the school year for each organization and club is to be assigned and approved by the school board.

## Organizations

- 4-H
- Cheerleading
- FCA
- FFA
- Student Council
- Yearbook
- Academic Teams
- Athletics
- E sports
- FCCLA
- Robotics Team
- Speedfest Team

## XI. GRADUATION

### GRADUATION REQUIREMENTS

Union City High School requires twenty-six (26) or more units of regularly organized classroom instruction for graduation. Nineteen (19) of the twenty-six (26) units required for graduation shall be earned in the 10<sup>th</sup>-12<sup>th</sup> grade. The twenty-six (26) required units shall include the following:

4 Units.....English

3 Units.....Mathematics

3 Units.....Science

3 Units.....Social Studies

Students successfully completing the requirements listed above will receive a standard high school diploma.

### COLLEGE PREPARATORY CURRICULUM

*Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires students entering the ninth grade in the 2006-2007 school year to complete the college preparatory curriculum in SB 982, unless the school receives written approval from the student's parent or legal guardian to enroll in the existing state high school graduation requirements. The requirements for both curriculums are listed below.*

### COLLEGE PREPARATORY CURRICULUM REQUIREMENTS

- 4 units of English – To include Grammar, Composition, Literature or any English course approved for college admission requirements.
- 3 units of Laboratory Science – Limited to Biology, Chemistry, Physics or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.
- 3 units of Mathematics – Limited to Algebra I/II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements.
- 3 units of History and Citizenship Skills- Including one unit of American History, one-half unit of Government, one-half unit of Oklahoma History and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture and approved for college admission requirements.
- 2 units of the same Foreign or non-English language or 2 units of Computer Technology – Approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications such as word processing, databases, spreadsheets and graphics, excluding keyboarding or typing courses.
- 1 additional unit selected from any of the courses listed above or career and technology education courses approved for college admission requirements.
- 1 unit or set of competencies of Fine Arts – Such as music, art or drama or one unit or set of competencies of speech
- 8 units of Electives

\* PLEASE NOTE: Union City High School graduation requirements state that you must have 23 credits to graduate, which is above the state minimum of 23 credits.

## **CORE CURRICULUM GRADUATION REQUIREMENTS**

Students may opt out of the College Preparatory Curriculum if their parents or guardian fill out the proper paperwork. Please see your child's counselor for questions.

- 4 units of Language Arts
- 3 units of Science- Biology I and two other lab sciences
- 3 units of Mathematics- Algebra I and two other math courses
- 3 units of Social Studies- Including 1 U.S. History, 1 World History, .5 Oklahoma History and .5 Government

- 2 units of Arts- May include, but are not limited to courses in Visual Arts and General Music.

- 10 units of Electives

\* PLEASE NOTE: Union City High School graduation requirements state that you must have 26 credits to graduate, which is above the state minimum of 23 credits.

## **PERSONAL FINANCIAL LITERACY GRADUATION REQUIREMENT**

Beginning with students entering the 7th grade in the 2008-2009 school year (Class of 2014), in order to graduate from a public high school, students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy. School districts have the option of determining when the areas of instruction are taught and whether these are integrated into existing courses or taught as a separate course (which may count as an elective credit). Contact your local school district officials for specific details.

## **OKLAHOMA'S PROMISE - OHLAP**

The Oklahoma Legislature has set up a unique program for eighth, ninth and tenth-grade students that will help pay for their college education if their family's income is \$55,000 or less at the time the student applies for the program. To enroll in the Oklahoma's Promise program, you must be an Oklahoma resident; enrolled in the eighth, ninth or tenth-grade in an Oklahoma high school; and the child of parents whose income is not more than \$55,000 per year. Applications must be completed during the school year in the student's eighth, ninth or tenth-grade year and witnessed by the student's parent(s), custodian(s) or legal guardian(s) who also agree to help the student comply with Oklahoma's Promise requirements. For more information, call the Oklahoma State Regents for Higher Education's information hotline at 800.858.1840, e-mail [okpromise@osrhe.edu](mailto:okpromise@osrhe.edu) or write Oklahoma's Promise, Oklahoma State Regents for Higher Education, P.O. Box 108850, Oklahoma City, OK 73101-8850.

## **VALEDICTORIAN \*\*\***

To receive this honor, the student must have completed the necessary units required for graduation for his or her graduating class. The Valedictorian determination will be made following the completion of the fall semester using all grades from the freshman year through the first semester of the senior year (7 semesters) will be averaged according to the guidelines below. In order to be selected for this honor, the student must have been continuously enrolled at Union City High School from the beginning of his or her junior year. All students with a 4.0 or higher cumulative G.P.A. (weighted) will be recognized as Valedictorian. Any course required by the Oklahoma State Board of Education and/or any high school course recommended by the Oklahoma State Board of Regents, will be given full credit.

A=4    B=3    C=2    D=1    F=0



## REQUIREMENTS TO WALK AT GRADUATION

In order to participate in commencement exercises students must have earned at least 24 credits toward graduation and made arrangements through the counselor to earn the remaining credits prior to July 1<sup>st</sup>.

## HONOR GRADUATE REQUIREMENTS

In order to be considered as an honor graduate students must be on track to complete the college prep curriculum and maintain a cumulative grade point average of 3.80 or higher. Students who attend Alternative School will not be eligible to be considered as honor graduates.

## XII. COLLEGE ENTRANCE REQUIREMENTS

*Any students wishing to attend college after high school should visit with the Counselor for information on scholarships, grants, any additional or updated requirements for admission.*

### REQUIRED HIGH SCHOOL COURSES

All students considering a college education should plan their high school courses as early as possible to meet the requirements of the college they plan to attend. Listed below are the high school curricular requirements that need to be taken in high school before entrance into any four year state college or university.

- 4 units of English
- 3 units of Lab Science
- 3 units of Mathematics from Algebra, Geometry, Trigonometry, Analysis
- 3 units of History (including 1 unit of American History)
- 4 additional units from the following:

Computer Technology	Foreign Language	Other Math
Economics	Geography	Government
Other Science	Other English	World History

## ACT TEST DATES - 2023-2024

<b>ACT Test Date</b>	<b>Registration Deadline</b>	<b>Late Fee Applied</b>	<b>Photo Upload Deadline</b>
September 9, 2023	August 4, 2023	August 18, 2023	September 1, 2023
October 28, 2023	September 22, 2023	October 6, 2023	October 20, 2023
December 9, 2023	November 3, 2023	November 17, 2023	December 1, 2023
February 10, 2024	January 5, 2024	January 19, 2024	February 2, 2024
April 13, 2024	March 8, 2024	March 22, 2024	April 5, 2024
June 8, 2024	May 3, 2024	May 17, 2024	May 31, 2024
July 13, 2024	June 7, 2024	June 21, 2024	July 5, 2024

## Union City Public Schools Discipline Rubric

Category 1	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Public Display of Affection</li> <li>Dress Code</li> <li>Minor Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>Verbal Warning</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>1 Hour of Detention</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>1-3 Days ISS</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>3-5 Days ISS</li> <li>1-3 Days OSS</li> <li>Contact Parent</li> </ul>
Category 2	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Insubordination/Misconduct</li> <li>Disruption of Ed. Process</li> <li>Academic Dishonesty</li> <li>Disrespect to School Personnel/Students</li> <li>Electronic Devices</li> <li>Truancy</li> </ul>	<ul style="list-style-type: none"> <li>1 Hour Detention</li> <li>Contact Parent</li> <li>1-3 Days ISS</li> <li>1-3 Days OSS</li> </ul>	<ul style="list-style-type: none"> <li>3 Days ISS</li> <li>1-3 Days OSS</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>3-5 Days ISS</li> <li>3-5 Days OSS</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>3-10 Days OSS</li> <li>Contact Parent</li> </ul>
Category 3	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Bullying/Slurs (verbal/online)</li> <li>Theft</li> <li>Vandalism</li> <li>Tobacco/Paraphernalia: Use/Possession e-cigarettes, vapes, e-liquids, etc.</li> </ul>	<ul style="list-style-type: none"> <li>1-3 Days ISS</li> <li>1-3 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>3-5 Days ISS</li> <li>3-5 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>5-7 Days ISS</li> <li>5-7 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>10 Days ISS</li> <li>10 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>
Category 4	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Physical Fighting</li> <li>Lewd Behavior</li> <li>Hitting/Slapping/Kicking</li> </ul>	<ul style="list-style-type: none"> <li>3 Days OSS</li> <li>Contact Parent</li> </ul>	<ul style="list-style-type: none"> <li>5 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>7 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>10 Days OSS</li> <li>Contact Parent</li> <li>Contact Police</li> </ul>
Category 5	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> <li>Alcohol: Use or Possession</li> <li>Drugs: Use or Possession</li> <li>Drug Paraphernalia</li> <li>Physical Attack</li> <li>Harassment</li> <li>Weapons Possession</li> <li>Extreme Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>5-10 Days OSS</li> <li>Remainder of Semester OSS</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>5-10 Days OSS</li> <li>Remainder of Semester OSS</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>Remainder of Semester OSS</li> <li>Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>OSS Remainder of School Year <b>and</b> Next School Year</li> <li>Contact Police</li> </ul>

- UCPS students who attend school sponsored activities after school hours on or off campus are subject to the Code of Conduct.
- School officials will evaluate each situation and act accordingly based on the information available. The administration has the ability to alter the consequences listed based on the situation.